

Preamble

- At Sai Silks (Kalamandir) Limited, we are committed to promoting equal opportunities within the organization.
- Sai Silks (Kalamandir) Limited values human diversity, encourages fairness and justice and advocates equal chances for everyone to work, learn, and grow within the organization, free from any form of discrimination or victimization
- Employees should not receive less favorable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion, or be disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organization is committed to its legal obligations and the positive promotion of equality of opportunity in all aspects of employment.
- The application of recruitment, training, and promotion policies to all individuals will be based on job requirements, individual ability, and merits.

Corporate Standards

In order to achieve this vision, the organization encourages equality of opportunity for all employees and actively promotes good relations. We eliminate any conditions, procedures, or individual behavior that can lead to discrimination with respect to race, Gender, Disability, Sexuality, Age, Religion, and Belief, along with any other employment-related issues.

I. Definitions

Discrimination is majorly classified into two types: direct and indirect.

- Direct discrimination occurs when one person is treated less favorably than the other on grounds related to sex, race, marital status, age, disability, sexual orientation, or religion.
- Indirect discrimination occurs where a requirement is imposed that can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion than persons in another group which is not objectively justifiable in the given situation.

II. The Framework

All employees have a written contract of employment, with agreed terms and conditions, including notice periods on both sides. All employees are entitled to reasonable rest breaks, access to toilets, rest facilities and portable water at their place of work, and holiday leave in accordance with the legislation of the country where they work.

- Offer services fairly to all people, ensuring that anyone in contact with the organization is treated with respect.
- Comply with all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support this legislation.
- Ensure all employment policies, procedures, and guidelines reflect and reinforce the organization's commitment to equality.
- Ensure mechanisms are in place for responding to complaints of discrimination and harassment.
- Periodically review the Equal Opportunities policy.

RECRUITMENT, SELECTION AND PROMOTION

- Ensure that all employees are recruited and promoted based on ability and other objective relevant criteria.
- Be committed to equality of opportunity for all people and protect against all forms of discrimination, about Gender, Race, Disability, Religion and Belief, Age, and Sexuality.
- Scrutinize the recruitment process to ensure that there is no discrimination or discouragement of applications from any section of the community.
- Ensure that all its employees who are part of the recruitment selection panel are trained on equality issues.
- Use appropriate legislation as a framework for action to support the recruitment process positively.
- Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post.
- All descriptions and specifications for posts will include only necessary and justifiable requirements for effective job performance.
- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job.

EMPLOYMENT

- SSKL will not discriminate based on sex, race, marital status, disability, age, part-time or fixed-term contract status, sexual orientation, or religion in allocating duties between employees employed at any level with comparable job descriptions.
- SSKL will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

TRAINING AND DEVELOPMENT

- Employees are provided appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed-term contract status, sexual orientation, or religion.
- All employees are encouraged to discuss their career prospects and training needs with their supervisor or the HR Department.

III. INTERNAL CONTROLS & COMPLIANCE MONITORING

GRIEVANCE AND VICTIMIZATION HANDLING

Any employee who suspects infringements of the policy or any of the above has the right to inform SSKL authorities without fear of persecution. SSKL authorities will investigate any allegations of infringements of the Human Rights Policy and take appropriate action as necessary. Serious breaches by employees will be considered gross misconduct and may lead to their summary dismissal.

In case of Victimization, the employee should seek remedial action in the following way:

- The affected person should inform the offender of the unacceptable act or conduct.
- The immediate supervisor or manager should be informed.
- The supervisor/manager will have to file a written complaint.
- The supervisor/manager will investigate the matter.
- All concerned parties will observe strict confidentiality.
- In case the complaint is found to hold true, disciplinary action will be taken against the offending party.
- In case the affected party feels the case has not been handled satisfactorily, they may escalate to the Senior Manager.

HUMAN RIGHTS POLICY

“All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.”

Article 1 of ‘The Universal Declaration of Human Rights.’

Everyone is entitled to all the rights and freedoms defined as a fundamental Human Right. SSKL dedicates itself to the promotion and strict observation of a work environment where every individual has the right to perform, without unfair/undue pressure or distinction of any kind, such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.

Everyone will have the opportunity to fully participate in achieving business and personal success and will be valued for his or her distinct persona, abilities, and talents.

IV. Guidelines

SSKL will dedicate itself to promoting the protection of individual privacy, freedom of association and speech, freedom of opinion and expression, the right to equal opportunity, non-discriminatory treatment, harassment-free work environment, security, and the right to be heard.

- will not tolerate any violation or abuse of Human Rights within its business environment.
- SSKL will pay a fair wage that reflects the local markets and conditions. We always meet the requirements of the law of the land.
- Working hours shall comply with industry guidelines and national standards where they exist.
- Employment must be freely chosen.
- We provide a safe working environment for our employees by minimizing foreseeable risks in the workplace. All employees receive regular health and safety training. We provide proper governance for health and safety.
- We abide by the non-discrimination laws of the land. It does not discriminate unfairly on any basis.

- We do not use or condone the use of corporal punishment, mental or physical coercion, or verbal abuse. SSKL has disciplinary procedures for any member of staff whose conduct or performance falls below the required standard.
- We have formal grievance procedures through which staff can raise personal and work-related issues.
- SSKL has Codes of Ethics that govern relationships between employees, suppliers, and contractors.
- We ensure that our security arrangements, like surveillance cameras, do not infringe on Human Rights and are consistent with international standards for law enforcement.